

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, April 24, 2007

The Brookings County Board of County Commissioners met in regular session on Tuesday, April 24, 2007 with the following members present: Mary Negstad, Deanna Santema, Dennis Falken and Emil Klavetter. Don Larson was absent for personal reasons.

CALL TO ORDER

Chairperson Klavetter called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CONSENT AGENDA

Chairperson Klavetter declared the Consent Agenda approved as amended with no objection from the board. The Consent Agenda consisted of the agenda for the April 24, 2007 Commission Meeting, the minutes from the April 17, 2007 Commission Meeting and the Board of Equalization minutes from April 11 & 17, 2007.

Travel/Education: Matt Archer, Larry Klingbille, Joyce Dragseth to attend the North Central Region Association of Assessing Officers (NCRAAO) Annual Conference June 25-27, 2007; Vicki Buseth to attend the Spring Workshop May 9-11, 2007.

ROUTINE BUSINESS

Motion by Falken seconded by Negstad to approve the following claims. Roll Call Vote: Negstad "Aye," Santema "Aye," Falken "Aye," Klavetter "Aye." Motion Carried.

A&B BUSINESS, REPAIR & MAINT. \$571.89; AGFIRST FARMERS COOP, SUPPLIES & MATERIALS \$9.43; ARCHER, MATTHEW, TRAVEL & CONFERENCE \$54.00; AT&T, TELEPHONE \$105.51; BAHRA, PUBLIC RELATIONS \$500.00; BEADLE COUNTY SHERIFF, OTHERS \$250.00; BOWES CONSTRUCTION, SUPPLIES & MATERIALS \$6896.58; BROCK WHITE COMPANY, SUPPLIES & MATERIALS \$20835.75; BRKGS AREA CHAMBER, PUBLISHING \$190.00; BROOKINGS UTILITIES, UTILITIES \$113.34; BRKGS. CLINIC P.A., MEDICAL SERVICE/LIENABLE \$354.88; BRKGS CO TREASURER, AM'T HELD FOR DEL. TAXES \$2157.31; BRKGS DAILY REGISTER, PERSONAL SERVICES \$2594.30; BROOKINGS-DEUEL RURAL WAT, UTILITIES \$162.00; BROOKINGS ENGRAVING, SUPPLIES & MATERIALS \$8.75; BROWN AND SAENGER, ELECTION SUPPLIES \$367.67; BUHL'S CLEANERS, REPAIRS AND MAINTENANCE \$65.00; CEDAR SHORE RESORT, TRAVEL & CONFERENCE \$850.00; CENTRAL BUSINESS SUPPLY, REPAIRS AND MAINTENANCE \$507.73; CHAPMAN, BEVERLY, TRAVEL & CONFERENCE \$14.00; CHEMCO INC, SUPPLIES & MATERIALS \$1420.06; COOK'S RECYCLING, UTILITIES \$455.54; CBCINNOVIS, TELEPHONE \$12.00; DECATUR ELECTRONICS, INC, SUPPLIES & MATERIALS \$1443.00; DRAGSETH, JOYCE, TRAVEL & CONFERENCE \$54.00; DYNAMIC SOLUTIONS GROUP, DATA PROCESSING/SOFTWARE \$4856.00;

ECOLAB PEST ELIMINATION,REPAIRS AND MAINTENANCE \$58.00; EDM PUBLISHERS INC,SUPPLIES & MATERIALS \$98.78; EINSPAHR AUTO PLAZA,REPAIRS & MAINTENANCE \$33.36; ELITE BUSINESS SYSTEM INC,REPAIRS AND MAINTENANCE \$68.00; ESTELLINE COMMUNITY OIL,SUPPLIES & MATERIALS \$104.00; FERGEN'S,REPAIRS AND MAINTENANCE \$17.00; FIRST BANK & TRUST,PROFESSIONAL SERV. & FEES \$88.70; FIRST BANK & TRUST,HVAC LEASE PMT \$9226.25; FOERSTER WHOLESALE SUPPLY,OFFICE SUPPLIES \$706.20; HAROLD'S PRINTING,OFFICE SUPPLIES \$252.05; HAROLD'S PHOTO CENTERS,SUPPLIES & MATERIALS \$15.16; HELDT, GARY,TRAVEL & CONFERENCE \$533.50; HY-VEE FOOD STORE,PRISONER RATION \$13280.97; HY-VEE PHARMACY,MEDICINE/RX \$665.38; IBM CORPORATION,DATA PROCESSING/SOFTWARE \$294.00; INSTY-PRINTS,SUPPLIES & MATERIALS \$29.71; INTEGRATED BUSINESS SOL,SUPPLIES & MATERIALS \$432.00; INTERNATIONAL CITY/COUNTY,PROFESSIONAL SERV. & FEES \$261.14; JENSEN, RANDY J.,TRAVEL & CONFERENCE \$8.96; KIDWILER, MARY,TRAVEL & CONFERENCE \$16.00; KLINGBILE, LARRY,TRAVEL & CONFERENCE \$54.00; KNUTSON, DUANE,TRAVEL & CONFERENCE \$5.76; L&L PARTS,SUPPLIES & MATERIALS \$883.16; LEXISNEXIS,UTILITIES \$150.00; LIGHT & SIREN,SUPPLIES & MATERIALS \$133.90; LILLA, CHRISTOPHER L.,TRAVEL & CONFERENCE \$54.00; LYLE SIGNS, INC.,,SUPPLIES & MATERIALS \$254.86; MCCARTY, DONALD,ADULT DEFENSE \$3747.21; MCKEEVER'S VENDING,SUPPLIES & MATERIALS \$560.00; MCI,TELEPHONE \$234.53; M&T FIRE & SAFETY INC.,SUPPLIES & MATERIALS \$32.00; MARTIN'S INC.,,FUEL/GASOLINE \$2924.60; MASTER BLASTER INC,SUPPLIES & MATERIALS \$53.00; MASTERCARD,SUPPLIES & MATERIALS \$2235.93; MID STATES AUDIO INC,REPAIRS AND MAINTENANCE \$100.00; MILLS PROPERTY MANAGEMENT,REPAIRS AND MAINTENANCE \$4287.56; MINNEHAHA COUNTY AUDITOR,JOINT POWERS AGREEMENT-JD \$11363.09; MINNEHAHA CO. JUVENILE,JDC-MINNEHAHA COUNTY \$4080.00; MINNEHAHA CO. TREAS.,MV NOTICES/TAX NOTICES \$75.29; NAT'L PEN COMPANY,SUPPLIES & MATERIALS \$102.96; NELSON, DARREL E.,TRAVEL & CONFERENCE \$12.16; NELSON, NANCY J.,ADULT DEFENSE \$2591.16; NIELSEN'S,REPAIRS AND MAINTENANCE \$57.75; NORTHWESTERN PUBLIC SERV,UTILITIES/COURTHOUSE \$3951.01; OFFICE SYSTEMS INC,REPAIRS AND MAINTENANCE \$188.03; PARK APARTMENTS, RENT \$510.00; PENNINGTON COUNTY JAIL,TRANSPORT PRISONER \$325.35; PITNEY-BOWES INC.,POSTAGE REIMBURSEMENT FRO \$73.48; POPULAR MECHANICS,SUPPLIES & MATERIALS \$12.00; PRAIRIE GRAPHICS,SUPPLIES & MATERIALS \$250.00; QUALIFIED PRESORT,MV NOTICES/TAX NOTICES \$671.70; QWEST,DATABASE SERVICE-US WEST \$200.17; RAZOR'S EDGE LAWNCARE,REPAIRS AND MAINTENANCE \$600.00; RFD,PUBLISHING \$148.77; RADIO SHACK,SUPPLIES & MATERIALS \$3.98; REDWOOD BIOTECH,SUPPLIES & MATERIALS \$175.00; RELIANCE TELEPHONE,INMATE/TELEPHONE \$2000.00; RIBSTEIN, RICK,ADULT DEFENSE \$330.44; ROBBINS, JEFF,TRAVEL & CONFERENCE \$34.56; ROCHEL, ROBERT,TRAVEL & CONFERENCE \$21.12; SAATHOFF, LAYNE,TRAVEL & CONFERENCE \$29.44; SDACO,TRAVEL & CONFERENCE \$250.00; S.D. FEDERAL PROP. AGENCY,SUPPLIES & MATERIALS \$5.50; SD PLANNERS ASSOC.,PROFESSIONAL SERV. & FEES \$75.00; SDSU WORKSTUDY ACC'T.,WORK STUDY \$105.19; SHEPHARDSON HARDWARE HANK,SUPPLIES & MATERIALS \$35.28; SIOUX FALLS TWO WAY RADIO,REPAIR & MAINT. \$725.50; SIOUX VALLEY ENERGY,UTILITIES \$60.00; SIOUX VALLEY WIRELESS,TELEPHONE \$37.95; SKROCH FUNERAL CHAPEL,FUNERALS \$2300.00; SOFTWARE SERVICES INC.,DATA PROCESSING/SOFTWARE \$1462.50; SPENCE, KRISTA,TRAVEL & CONFERENCE \$89.60; STURDEVANT'S AUTO,GASOLINE/VEHICLE MAINT. \$429.40; SWIFTEL CENTER,MULTI-PLEX UPKEEP \$2500.00; TOWN & COUNTRY SHOPPER,PUBLISHING \$371.15; UPS STORE,OFFICE SUPPLIES \$27.22; VERIZON WIRELESS,UTILITIES \$354.76; VLASMAN, BARRY L.,ADULT DEFENSE \$312.00; VOLUNTEERS OF AMERICA,VOL OF AMERICA (PRE) \$360.00; WAGNER REAL ESTATE,INSPECTION FEES \$700.00; WALMART COMMUNITY,SUPPLIES & MATERIALS \$21.85; WEST GROUP,SUPPLIES & MATERIALS \$1094.11; WIECZOREK, TERRY,ADULT DEFENSE \$1046.58; XEROX CORP,REPAIRS AND MAINTENANCE \$71.96; GREEN, JAMES,JURY & WITNESS \$20.00; WILLIAMS, MARIA,JURY & WITNESS \$20.00; GRAJCZYK, AUSTIN L.,JURY & WITNESS \$20.00;

L.P. SEWER,AMOUNT HELD FOR L.P. SEWE \$76.09; LAKE POINSETT,L.P. WATER PROJECT DIST. \$181.57; LAKE HENDRICKS SANIT.,AM'T HELD FOR LK. HENDRIC \$287.00; BRKGS-HAMLIN SIOUX WATER,AMOUNT HELD FOR BIG SIOUX \$570.69; UPPER DEER,AMOUNT HELD FOR UPPER DEE \$121.42.

Treasurer Vicki Buseth provided the board with the Treasurer's Totals for Taxes and Motor Vehicles for the month of March.

Community Health Nurse Trish Sterud met with the board to discuss the Quarterly Report of activities participated in by the employees during January, February, and March. Additionally, JoAnn Paulson of the South Dakota Department of Health met with the board to answer questions and comments regarding WIC contract changes.

Extension Agent Mel Kloster updated the board on administration changes that have been made in South Dakota Extension statewide. Additionally, he explained that there was not a great extent of winterkill for crops that had been planted before the spring snowstorm and freezing temperatures.

Deputy Director, Commission/Human Resources Kristin Trana presented the board with the Auditor's Report.

Be it noted, Register of Deeds' statement of fees collected during the month of March 2007 was filed in the County Auditor's Office in the amount of \$24,164.50.

Be it noted, the General Fund Surplus Analysis as of March 2007 was presented.

GENERAL FUND SURPLUS ANALYSIS

The amount of General Fund dollars that counties can retain as surplus is restricted by SDCL 7-21-18.1 which states: "The total unreserved, undesignated fund balance of the general fund may not exceed forty percent of the total amount of all general fund appropriations contained in the budget for the next fiscal year. The total unreserved, undesignated fund balance of the general fund of the county as of March thirty-first and September thirtieth shall be published in the minutes of the proceedings of the board of county commissioners and reported to the Department of Legislative Audit. The report shall be on forms prescribed by the Department of Legislative Audit."

The following analysis should be completed as of March thirty-first and September thirtieth of each year. Thereafter, the unreserved, undesignated fund balance amount should be published in the minutes of the governing board. This analysis should also be filed with the Department of Legislative Audit.

Brookings County

Mar-07

ASSETS:

10100Cash	5,093,490.17
10200Cash Change	45.00
10300Petty Cash	400.00
10400Interest Bearing Accounts	
10500Savings Certificates	
10700Restricted Cash in Banks	0.00
10800Taxes Receivable—Current	6,430,622.10
10900Estimated Uncollectible Taxes Receivable—Current	0.00
11000Taxes Receivable—Delinquent	54,014.38
11100Estimated Uncollectible Taxes Receivable—Delinquent	
11400Judgment Receivable	
11700Accounts Receivable	0.00
11800Estimated Uncollectible Accounts Receivable	
12800Notes Receivable	
13100Due from Other fund	
13200Due from Other Government	
13300Advance to Other Fund	
13500Interest Receivable	
14100Inventory of Supplies	
15100Investments	

TOTAL ASSETS11,578,571.65**GENERAL FUND SURPLUS ANALYSIS****LIABILITIES AND EQUITY:**

20100Claims Payable	61,343.65
20200Accounts Payable	0.00
20800Due to Other Funds	
20900Due to Other Governments	
21600Accrued Wages Payable	
21700Payroll Withholding Payable	
22300Revenues Collected in Advance	0.00
22400Deferred Revenue	6,484,636.48

FUND BALANCES:

27102Reserved for Inventory	
27103Reserved for Advance to Other Funds	
27199Reserved for Other Purposes (Specify)	
Election HAVA	0.00

27201	Designated for Next Year's Appropriations (one of the following) March - 3/4 of the current year September - 1/4 of current year + subsequent year December - subsequent year	0.00
27202	Designated for Other Purposes (Specify)	
	Hiway & Civil Defense Transfer Out	0.00
	Hiway Bridge Repair	1,500,000.00
	Administrative Office Construction/Remodel	2,000,000.00
27203	Designated for Capital Outlay Accumulations	
27209	Undesignated	1,532,591.52
TOTAL LIABILITIES AND EQUITY		11,578,571.65
Following Year General Fund Budget (use current year for March analysis)		7,710,778.00
The unreserved, undesignated fund balance, account 27209, divided by the following year General Fund budget resulting in the fund balance percentage		19.88%

Motion by Falken, seconded by Negstad to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County to the Emergency Management Department in the amount of \$87, 572.23 for Program Funding 2005 DOJ/OJP Equipment Grant Reallocation (line 22600x4296222). Roll Call Vote: Santema "Aye," Falken "Aye," Negstad "Aye," Klavetter "Aye." Motion Carried.

REGULAR BUSINESS

Motion by Falken, seconded by Santema to approve the funding request of \$1,200 by the Uncle Sam Jam Fourth of July Celebration. Roll Call Vote: Falken "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye." Motion Carried.

Motion by Santema, seconded by Negstad to approve and authorize Chairperson Klavetter to sign the Jurisdiction Self-Certification notice for Brookings County Emergency Management National Incident Management System (NIMS) County/Tribal Implementation Plan. Roll Call Vote: Negstad "Aye," Santema "Aye," Falken "Aye," Klavetter "Aye." Motion Carried.

Commission Assistant/Human Resources Director, Stephanie Vogel met with the board to discuss correspondence received.

COMMISSIONER'S OPEN DISCUSSION

Commissioner Falken had no report.

Commissioner Santema reported on the Brookings Area Transit Authority meeting.

Commissioner Negstad had no report.

Commissioner Klavetter had no report.

EXECUTIVE SESSION

Motion by Negstad, seconded by Santema to enter into executive session at 9:45am.
Roll Call Vote: Santema "Aye," Falken "Aye," Negstad "Aye," Klavetter "Aye." Motion Carried.
Chairperson Klavetter declared the executive session over at 10:20am. Reason -
Personnel/Contractual/Legal. No action at this time.

ADJOURNMENT

There being no further business, Chairperson Klavetter declared the meeting adjourned until 8:30am Tuesday, May 1, 2007.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

Kristin Trana
Deputy Director
Brookings County Commission/Human Resources Office